Name of Meeting

Date, Time & Location:	**Vocabularies and Common Data Elements Meeting Notes** 20040421 meeting from 1300 – 1500 EST
Attendees:	*Attendee, Cancer Center* Albert Einstein • Kathleen Pickering • Xin Zheng City of Hope • Hemant Shah Fred Hutchinson • Dan Geraghty • Heather Kincaid Hawaii • Mark Thornquist • Lynne Wilkens Jackson Laboratory • Jim Kadin • Laurie Gibbons (?) Mayo Clinic • Chris Chute • Harold Solbrig UPMC • Rebecca Crowley • Kevin Mitchell • Mike Becich NCI • Margaret Haber • Peter Covitz SAIC • Kathleen Gundry

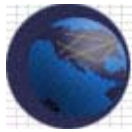|	
	Booz Allen Team • Christine Richardson • Greg Eley
Agenda Item #1:	**I Introduction** Christine Richardson provided introductions and took a roll call. Christine introduced herself as the new Workspace lead for administration and operations.

Agenda Item #2:	**II Contracts**
	
	Chalk Dawson provided a high-level overview of contract procedures.
	• Dan Geraghty – What is the time line for the contracts?
	• Mike Becich – There are issues regarding the Master Contract – conflicting language on Open Source and software delivery.
	• Peter Covitz – It is the responsibility of BAH to straighten out contracting language with all institutions.
	• Mike Becich – Pitt legal team is talking with other Cancer Centers to discuss the legal process and looking to find common ground to argue position.
	• Chris Chute – Mayo had problems with the Insurance issues.
	• Mayo, Pitt, Jackson Labs all expressed issues with Master Contract surrounding insurance policies.
	• Mike Becich used chat function to post a list of specific concerns regarding the Master Contractor – see following:
	      Event Name - VCDE_HL7 (JLH445411)
	
	      Michael Becich: Has anyone signed their master contract yet?
	      Michael Becich: There are three problems with the Master contract from the Pitt perspective:
	      Michael Becich: 1) It is written as a FAR (software contract) for a for-profit contractor
	      Michael Becich: 2) Indemnification is more for a for-profit software not for an open source
	      Michael Becich: 3) There were some strictures on publication of results that need to be addressed
	      Chris Chute: We had problems w/ the insurance requirements.

Agenda Item #3:	**III CDE Development Model**
	Peter Covitz provided an overview of the CDE Scenarios generated by the NCI/SAIC/BAH team. (see documents – CDE_scenarios.pdf, CDE Models rev-1.pdf)

- Parties involved in CDE development and curation:
  - Users – scientists, consumers, subject matter experts
  - Administrator – Power Users – develop CDEs and provide guidance on use of caDSR (currently 8 – 12 small groups)
  - Harmonization Team – Reviews, approves, and harmonizes CDE within and across Contexts – NCI team led by Kathleen Gundry and SAIC
  - Software Development – Team led by Denise Warzel to create standards, apps, APIs for use of caDSR
- Chris Chute – What restrictions are placed on the centers in using/developing CDEs?
- Peter Covitz – New process for administration of caDSR – better able to aid in the CDE creation/Administration process.
- Harold Solbrig – What is the flow rate expected for CDE development? How much effort should the VCDE group expect to provide to the caBIG community?
- Peter Covitz – We expect a fairly heavy load for new CDE creation
  - CDEs supporting Clinical Trials are fairly mature
  - ICR & TBPT will require all new languages
    - Expect to draw from generic models of instances (i.e. Gene, pathway, etc.)
    - caDSR has tools to bulk load CDEs from UML models (UML $\rightarrow$ CDE loader exists)
- Harold Solbrig – A centralized [of CDE creation/admin/harmon.] model is a good option, but will we bottleneck the process?
- Peter Covitz – Scenario 2 (of CDE Models rev-1.pdf) empowers the users but results in many CDEs. Confounds the Harmonization process.
  - Scenario 1 – Maintains some control, not a free-for-all. But someone from a Cancer Center must be delegated to serve as Administrator for entire WS.
  - Scenario 3 – Provides highest level of control.
- Chris Chute – Scenario 3 seems impossible.
- Rebecca Crowley – (Agrees with Chris Chute – feels

	Scenarios 1 and 2 are also limiting).
	• Mike Becich – (Agrees w/ Chris and Rebecca's statements but sides more with scenario 1). Need a 4th box in scenario 1 to require more interaction between centers and groups.
	• Peter Covitz – Create a review process for Scenario 1.
	• Laurie Gibbons (? – Hawaii) – Use Scenario 3 with the yellow and green circles reversed.
	• Mike Becich – Must create a [CDE creation/admin/harmonization] system that is reasonable and functional. There are current projects in caDSR requiring CDE harmonization. We can't handle all possibilities in the future, but we can handle what is currently in use.
	• Hemant Shah – (Does not agree with Scenario 1).
	▪ As the team [caBIG] grows, the communication will become a mess. It will be difficult to maintain the CDE development/admin/harmonization. The community will naturally migrate towards Scenario 3. (votes for Scenario 3).
	• Jim Kadin – What is the implication for the software developers and consumers?
	• Peter Covitz – If a CDE is created and blessed by the Administrator at the start of a study, that CDE is valid for the life of the study. For new studies, the user must re-evaluate the caDSR and choose/create new CDEs. Groups are not required to change CDEs in mid-stream. The caDSR is versioned and can track CDEs based on version. Historical CDEs need to remain in the system, not to be lost.
	• Xin Zheng – prefers scenario #3, but to reverse the proportions of green/yellow in the middle box.
	• Peter Covitz – That is, to have CDE development informed by the workspace experts in order to avoid mess prior to the review and harmonization activities.
	• Group agreed to work with some variation of scenario 1 or 3.
Agenda Item #4:	**IV HL7 Demonstration** Harold Solbrig provided discussion of HL7.
Other discussion items:	**V New Business** For future meetings: • Bi-weekly meetings from 1 – 3 pm on Thursdays, starting May 20. • First meeting will be held on Friday, May 7th (out of the

	regular schedule) due to a conference conflict. • Need to consider first face-face meeting: first week of June suggested. • Need to develop Agenda for next meeting – probably go over the process of creating SOWs (high-level). • Need to use the group consensus information to draft a final model for the CDE development, edit and curation process, for presentation and finalization to the WS.		

Action Items:	Name Responsible	Action Item	Date Due	Notes
	Christine Richardson	Finish draft of V/CDE –recommended model for CDE development	5/1/04	Is stored on Forum (Scenario 4: Recommended CDE Development Model)
	Christine Richardson Mike Keller Peter Covitz	Develop agenda for next meeting	5/14/04	
	Christine Richardson Mike Keller Peter Covitz	Set date /agenda for V/CDE WS face-face meeting-June 04	5/14/04	

Please list below and attach Meeting Materials and Agenda (if prepared separately):

1. **Agenda**
2. **CDE Development Model Scenarios**